Virginia Department of Education
Office of Adult Education and Literacy

2013-2014 PluggedInVA RFP

Technical Assistance Session

April 26, 2013

Overview

- **Funding Source**: State funds; Governor's budget

- **Grant Amount**:
  - up to $35,000 for maintenance grants
  - up to $50,000 for implementation grants

- **Award Period**: July 1, 2013 – May 31, 2014

- **Application deadline**: 2 p.m., EDT, June 5, 2013

Eligibility

- A regional adult education program funded by OAEL under AEFLA, or

- A local adult education program that is a member of a regional consortium funded by OAEL under AEFLA

Eligibility, cont'd

- First-time or previous recipient

- PluggedInVA is supported with Virginia State Lottery Funds, and only local school divisions may receive lottery funds

- *Therefore*, community-based organizations and community colleges that operate regional or local adult education programs must partner with a school division in the region to receive the funds and act as the fiscal agent.

Purpose

The purpose of the PluggedInVA initiative is to provide adult learners who lack a high school credential with a contextualized General Educational Development (GED®) program integrated with technical workplace skills training as a means to prepare for postsecondary education and entry-level jobs in targeted industries.

Goal

Successfully expand the PluggedInVA program to all eight Superintendents Regions in Virginia

Requirements

- Active cohorts
- Partnerships
- Adherence to the model
- Program evaluation

PluggedInVA Model

By definition, PluggedInVA programs must include:

- A minimum of 12 transferable credits at a partnering postsecondary institution
- At least one industry-recognized credential or certificate
- Microsoft Digital Literacy Certificates (additional certificates are encouraged but not required; for more information, see http://www.microsoft.com/en-us/itacademy/default.aspx)
- GED ® credential preparation and completion
- Career Readiness Certificate (CRC) preparation and completion

PluggedInVA Model, cont'd

By definition, PluggedInVA programs must include (cont'd):

- Active and consistent collaboration with local employers
- Utilization of the VCCS's Adult Career Coach program (for information about the program, see http://www.vccs.edu/WorkforceServices/CareerPathways/CareerCoaches/AdultCareerCoaches.aspx)
- Explicit incorporation of professional soft skills and 21st century skills into a contextualized curriculum that focuses on strengthening basic skills
- A rigorous capstone project that learners can later use as a portfolio piece to demonstrate mastery of basic computer skills, professional soft skills, and 21st century skills

Approved Activities

Eligible applicants should propose activities that integrate education and workforce training for low-skilled, low-wage adults and maintain fidelity to the PluggedInVA model.

Unapproved Activities

- Providing religious instruction, conducting worship services, or engaging in any form of proselytization

- Assisting, promoting, or deterring union organizing

- Financing, directly or indirectly, any activity designed to influence the outcome of an election to any public office

- Impairing existing contracts for services or collective bargaining agreements

- Paying or compensating directly for learner transportation (to or from instruction) or childcare

Allowable Expenses

Examples include, but are not limited to:

- Instruction for the development of contextualized basic skills, postsecondary preparation, soft skills, digital literacy
- Testing/credentialing fees
- Tuition
- Student materials
- Outreach
- Travel (except for student travel to and from class to their homes)

Unallowable Expenses

- Expenses associated with any unapproved activities

- Stipends, allowances, post-service benefits, or other financial support may not be paid to any staff, except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation.

Completed Application

One signed original and three copies that include the following.

- Application Checklist
- Contact information sheet
- Funding determination checklist
- Program narrative
- Budget worksheet(s)
- Assurances and certifications – federal and state

Application Criteria

- Funding determination checklist
  - Determines eligibility for implementation or maintenance funding
  - Applicants must meet all of the criteria of a section to qualify for comparable funding
  - Is not considered a part of the program narrative

Application Criteria, cont'd

Implementation vs. Maintenance Funding

- Implementation: cohorts in industry sectors not addressed in previous cohorts if applicant meets the checklist criteria
- Maintenance: continuation of an existing cohort or a repeat of a previously held industry-specific cohort if the applicant meets the checklist criteria

Application Criteria, cont'd

Program Narrative

- Statement of need
- Program goals, measurable objectives, and anticipated outcomes
- Program design
- Program Evaluation
- Budget and Budget Narrative

Program Narrative

Statement of need

- Uses current facts and statistics
- Describes the need for the project
- May include statistics on education, unemployment, and labor market
- Uses a variety of sources
- Establishes foundation of project

Program Narrative, cont'd

Program goals, measurable objectives, and anticipated outcomes

- Goals express overarching desired outcome(s) in measurable terms.
- Objectives are specific, measurable, and time-delineated actions that will lead to the achievement of the stated goal(s).
- Don't confuse objectives with activities.

Program Narrative, cont'd

Program design

At a minimum, the plan must include:

- admission criteria
- program components (and adherence to required elements of PluggedInVA model)
- instructional activities
- curriculum
- project partners
- a schedule of instruction

Program Narrative, cont'd

Program Evaluation

- Describe methods of monitoring and evaluating program progress
- Describe the data collected
- Use "who, what, when, why, and how" method
- "How will I know if I am successful?"

Program Narrative, cont'd

Budget Narrative

- Clearly describe proposed expenditures
- Number, unit cost, total cost for each item
- Costs should support program design

Program Narrative, cont'd

- Proposal Narrative may not exceed ten, typed, double-spaced, single-sided pages.
- Refer to pages 11 and 12 of the RFP for more information on formatting the narrative.

Additional Information

Funding
- Targeted award distribution – July 2013
- Number and dollar amount of funded requests are based on the quality and competitiveness of the applications
- Goal is to fund at least one project in each superintendent's region
- Applications, outcomes, or awards from previous grant cycles are not considered in the review of current applications

Inquiries

PluggedInVA application or finance questions:

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